

**Evergreen Fire District  
Board of Trustees  
Meeting  
Meeting Minutes  
Regular Board Meeting of June 1, 2020 – 6:00 pm**

**CALL MEETING TO ORDER:**

Chairman Verworn calls meeting to order at 6:08 pm .

**TRUSTEES PRESENT:**

Chairman Verworn, Vice-Chair DePaul, Fallon, Brockman (1 seat vacant)

**RECOGNIZE PUBLIC IN ATTENDANCE:**

Fire Chief Craig Williams  
Fire Marshal Ben Covington  
Penny DePaul

**PUBLIC COMMENT:**

*At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District.*

This Board meeting will be conducted through Google Meet.  
To Join the meeting go to: [meet.google.com/dxx-shod-ihb](https://meet.google.com/dxx-shod-ihb)  
Or join by phone: +1 347-448-2026 (PIN: 160457440)

Chairman Brodie Verworn is accepting public comments from now through the meeting on Monday, June 1st. Comments can be sent to:

[verwornb@msn.com](mailto:verwornb@msn.com)

*(No public comment is made via email or telephone)*

**FINANCIALS:**

Discuss and Approve April 2020 Financials *(not available until July meeting)*

**PAST ITEMS/UPDATES:**

- ✓ 1. **Approve regular board meeting minutes of May 4th, 2020**  
*Motion; DePaul to approve the regular board meeting minutes of May 4<sup>th</sup>, 2020*  
*Second; Fallon*  
*Vote; passes unanimously*
2. **Annual review process for Chief Williams**  
Verworn states he is looking for feedback. Fallon states that he has not had an opportunity to review either versions but states that he will by July meeting. Verworn states that he feels the questions are fair and encompassing from both an officer and board member stand point
3. **Board by-law revision**  
Verworn states that the by-law revision and the MSU Local Government Services consultation discussion go together and he will have more information on both in July.

**NEW ITEMS:**

1. **Preliminary Budget Discussion**  
7204-Verworn asks if the \$2,000.00 budgeted is for a simple retainer fee. Chief Williams states it is currently a place holder. Attorney fees will be considerably higher with the policies and procedures being revised as well as the Pritchard situation. Currently there is no final figure on attorney costs. Brockman asks why the news letter is \$6,000 and Chief Williams states it is the cost of printing and postage. Chief Williams states the auditor fee will increase with the addition of benefits. Verworn asks about 'Fire Prevention' and Covington states that fire prevention books have to be purchased annually and materials

are purchased for the schools which include gifts and educational pieces. Fallon states there is a 12.7% increase over last year's budget. Chief Williams states the increase is primarily attributed to IFT-Basic. He states he and Ben are trying to find a way of implementing a 'pilot program' to convert inter-facility personnel into an hourly wage vs. mileage. There is a fair amount of liability associated with personnel being paid on a mileage basis and not as much accountability. He states the increase is basically 8 personnel (6 FT, 2 PT) rolling over from mileage to hourly and corresponding benefits. If they cannot be rolled over to hourly and are exempt it will require a different classification. Fallon asks what the liability and difference in accountability are. Chief Williams states he feels the liability is that those personnel are not falling under any 'wage per hour' and there is no over time and never has been and it could become an issue at some point. He states the 'accountability' issue is that there is no current way of scheduling those personnel and is voluntary because there is nothing requiring them to take the inter-facility transports. If paid hourly those personnel could be put on a normal schedule and it could be accounted for and staffing could be better projected. He expects there to be an increase in transports from Whitefish and have lost transports because IFT personnel have 45 minutes to get to the station. If they are required to respond to the station any sooner than 45 minutes it is deemed 'emergent' and would require being paid a minimum to do so. Chief states there are issues at night as well and would prefer to have them at the station 24 hours a day and the response would be more timely and there wouldn't be missed transports. Fallon asks if the increase would be subsidized by 7204 and Chief states it would not and that the revenue would be coded appropriately. Fallon states if those personnel work 25 hours and over they would be entitled to benefits. He suggests tabling the pilot program for a year because the revenue can now be broken out for the different types of transfers and the corresponding costs could be associated to it. Fallon states the Department of Labor has not told the District these personnel are being incorrectly coded nor has there been any challenge. He states he does not want to 'change course simply because of a concern that hasn't had a legal documentation to it yet' and feels they are being treated very fairly and had not heard any complaints of feeling 'cheated' for their time. He states the District covers all meals and overnight expenses. Chief Williams states there have been internal issues and he is just trying to 'clean it up'. He is in agreement that more data is needed and the situation is not urgent. Covington states that in moving to a wage for IFT personnel he feels it will boost the morale of those employees and offer stability. He states there is always the concern that the District could lose those IFT employees and on shift crews would have to take the transfers. He says the current system is not stable enough if the Department increases call volume. Fallon reiterates his concern that 7204 would have to subsidize because those personnel would be entitled to benefits and retirement and the money is not available. Verworn asks if the 3% for raises is 'ballpark average' between 1% and 5%. Covington states it is up to 3% so he budgets for the highest but is based on performance. Chief Williams states he has tried to find what COLA percentage is being used by the County but can't find it. Fallon states he recollects the County Commissioners were approving a 3% increase but would find out for sure.

7207- Verworn asks if the money budgeted was low and Covington states it is not. It is training money if there happens to be a class on water distribution or hydro flows and etc. Verworn asks if there has been a list made of the projected purchases for the next 3 years. Covington states it is listed under CIP.

## 2. Trustee Election of Officers

Verworn asks Brockman if he (Brockman) is elected Commissioner can he still serve as a Trustee on the Fire Board. Brockman states if he is elected he under the belief that he can still serve as a Trustee for the Fire District. DePaul states he would like Verworn to remain as Chairman, Brockman as Vice-Chairman and Fallon as Secretary. Fallon states he is not interested in being nominated as Secretary. Naces's term expired and leaves a spot to be filled.

*DePaul; motion to keep Verworn as Chair, himself as Vice-Chair and Brockman as Secretary.*

*Second; Brockman*

*Vote; passes unanimously*

## 3. Medicare Authorized Official Discussion

Chief Williams states he has been the 'Authorized Official' for Medicare and Medicaid to allow the District to receive funding from them but can no longer be the A.O. as a 'W2 Employee'. He was told the Authorized Official is generally the Board Chairman but doesn't have to be. He states that whomever that person is going to be must provide personal information including social security number; mother's maiden name and etc. and there is a deadline of getting that information to Pintler of this week. Verworn states he will elect to be the Authorized Official.



#### **4. E-Banking User Profile Form**

Fallon states the purpose of the document is to allow himself, Chief Williams and our accountant, Ashley Hahn to access 9428 and 4212 accounts. Fallon states all 3 have had difficulty accessing the accounts with a common ID and password. The signed document will allow them to each have their own specified ID and password. It requires Board approval acknowledging who the individuals are. He states each Trustee can have access if they choose. It is limited to inquiry and download only.

*Motion; for John T. (Jack) Fallon, Chief Craig Williams and Ashley Hahn to have e-banking user profiles set up at Glacier Bank for accounts 9428 and 4212. Access ends upon termination of relationship with the District.*

*Second; DePaul*

*Vote; passes unanimously.*

#### **PROPOSALS:**

##### **1 Seal coat/Striping for Stations 81 & 82**

Owner of Montana Seal Coat has offered to donate cost of prep. edge, sealcoat, restriping with 1 handicap spot in return for being able to use the work done at Station 81 as advertising. This is something he has done with several police and fire departments out of state. He also submitted an estimate for Station 82 but that cost is not donated. Trustees would like to receive at least 2 more bids with at least one being from an in-district business.

#### **CHIEF'S REPORT:**

Chief Williams states that 10 years ago the County went out to bid on a radio grant with this being the last year that all radios County wide will have warranty work done and then becomes non-existent. He states that for various reasons at the County wide level it never going. There had been an attempt to get a large AFT grant (Assistance for Firefighter's grant) for the entire County which just started going again just prior to the pandemic. He states the District will need to start replacing hand-held radios but doesn't know if it will be at a full or reduced cost through a County-wide grant. There are 19 departments affected by this and cost will be substantially greater than the amount allocated if the District has to purchase the radios on its own at about \$5,000.00 per hand-held radio. Chief Williams states the Emergency Manager has resigned and he was the primary person regarding the grant. Verworn asks what the status is on the new engine and Chief Williams states it is 'status quo' and their production was not affected by the pandemic. He states that in about a week he should start receiving bi-monthly updates including videos and photographs of the assembly. It has moved from the CAD drawing into production this week. He states the projected finish time of Sept or Oct. has not changed and he will forward the updates to Trustees as he receives them. Chief Williams states the Community Room has been reopened to the public and within CDC guidelines. Employees are to self administer their own wellness checks. Chief Williams is watching for the next couple of weeks to see if there is a spike in the number of Covid-19 cases in the County due to re-opening.

##### **1. April 2020 Call Volume**

A) **Comparison Incident Count by Weekday/Hour (all zones) for April 2020**

B) **Comparison Incident Count per zone for April 2020**

C) **Comparison Incident Statistics for April 2020**

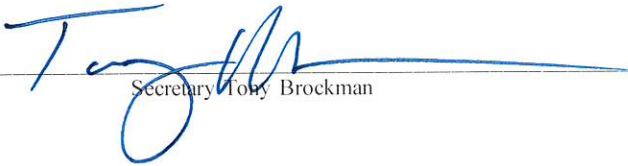
2019 Year to Date total number of calls is 956; 2020 Year to Date is 976; IFT 2019 is 432 vs. 418 this year with a slight decline which is directly related to Covid-19. City calls was 115 in 2019 vs. 125 in 2020. The District had experience a decline earlier in the year but has since increased. District is 10 calls over last year, year to date. April 2019 was 191 vs. 189 in 2020. EMS calls was 173 in 2019 vs. 164 in 2020. Slight decrease once again attributed to Covid with the expectation of EMS calls to increase again. Chief Williams states there will be a decrease in revenue and will be noticed in a month or two (July, August). Fire Calls were 18 last year vs. 25 in April of this year with several being grass fire and mutual aid grass fires. Chief Williams states there has been a significant increase in long distance inter-facility transports over the past month. EFD continues to have a good EMS response time of less than 2 minutes which is better than the industry standards.

**Trustees agree to meet on July 13<sup>th</sup> due to holiday. Meeting is adjourned at 7:26 pm.**

*The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.*



Chairman Brodie Verworm or Vice Chair Randy DePaul



Secretary Tony Brockman